



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF

IMEU-CHV-PWH (210)

22 June 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Benelux Command Policy Letter 8*, Requests for Exception to Housing Policy

1. References:

- a. Army Regulation 210-50, Installations Housing Management, 1 September 1997.
- b. USAREUR Regulation 210-50, Installations Housing Management, 25 August 1992.

2. Purpose: To describe the objectives, policies and responsibilities for requests for exception to housing policies submitted by customers.

3. Applicability: Community, tenant units, agencies, and activities within the USAG Benelux.

4. Objective: To establish a standard procedure for evaluating requests for exception to housing policy.

5. Policies:

a. All requests for exception to housing policies must be submitted with supporting documentation through the service member's unit chain of command to the Chief, Housing Division (Enclosure 1).

b. Requests for exception to policy, which are not based on extreme hardship or compassionate reasons, may be approved by the Housing Manager. Examples are: Exception to one year private rental program, retention of quarters after PCS; establishment of earlier eligibility date for justified reasons, authorization for extra bedroom; authorization to reside off-post.

c. Requests for exception to policy based upon extreme hardship or compassionate reasons, will be forwarded by the Chief, Housing Division for approval to the Commander, USAG Benelux.

d. Requests disapproved by the Housing Manager, may be resubmitted for reconsideration to the Deputy Commander, USAG Benelux, USAG Schinnen, and USAG Brussels.

**Previously Policy Letter 9.*

This memorandum is available at <http://www.80asg.army.mil/sites/commander/policy.asp>

IMEU-CHV-PWH (210)

SUBJECT: USAG Benelux Command Policy Letter 8*, Commander's Policy on Requests for Exception to Housing Policy

6. Procedures:

a. All requests must be endorsed by the service member's chain of command. The chain of command, at any level, may disapprove the request. Requests received without proper endorsement will be returned to the appropriate commander.

b. Requests for exception to policy based upon a specific medical problem, must be additionally endorsed by the Local DOD Health Care Commander.

c. Requests for exception to policy based upon a financial hardship, must be additionally endorsed by the Army Community Service (ACS) that the service member is undergoing a financial hardship and is working with ACS to correct the situation.

d. Requests for exception to policy for any furniture item will be submitted from the member directly to the Centralized Furnishing Management Office (CFMO). CFMO will forward all furniture requests for exception to the Chief, Housing Division, who will forward the request to IMA-E. Only IMA-E may approve requests for exception to policy for furniture; exception to this is loan of furniture will be approved locally.


e. All requests for exception to policy must be clearly justified and show that the service member is living under conditions not typical of others. Favorable approval of the requested exception must immediately relieve the condition or hardship, which necessitated the request.

7. Responsibilities: Service members are responsible for delivery of requests with the required endorsements and documentation to the local Community Housing Office.

8. The local Community Chief of Housing is responsible for responding to the exception to policy within 5 working days. The Chief, Housing Division is responsible for forwarding disapproved requests upon request from the service member, for review to the USAG Commander.

9. Proponent: The proponent of this memorandum is the Housing Division, Directorate of Public Works at DSN 361-5509.

Encl
as


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus

CDR, USAG Schinnen

CDR, USAG Brussels

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APO AE 09708

REPLY TO
ATTENTION OF

IMEU-XXX

MEMORANDUM THRU Company Commander

MEMORANDUM FOR Directorate of Public Works, Housing Division, ATTN: Housing Manager,
APO AE 09708

SUBJECT: Request for Exception to Policy

1. State your specific request.
2. Facts/documentation/justification.
3. Point of contact is _____ (where you can be reached).

Your signature
Your signature block

Sample Request for Exception to Policy
Enclosure 1

